

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1190

**TITLE:** DIRECTOR, SOLID WASTE COLLECTION AND RECYCLING

**GRADE:** S-35

**DEFINITION:**

Under direction of the Director of the Public Works and Environmental Services Department, plans, coordinates, and directs the activities of a division responsible for implementing the County's solid waste collection and recycling programs; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

None.

**ILLUSTRATIVE DUTIES:**

Plans, organizes and directs the County's solid waste collection and recycling programs including General Fund Activities such as: Health Department referrals, Community Cleanup Program, Court/Board directed cleanups and evictions, and the Leaf Vacuum Program;  
Plans, organizes and implements effective solid waste management and operation programs;  
Prepares reports and recommendations for improvements and cost effective alternatives regarding solid waste;  
Develops policies, rules and regulations for solid waste collection and recycling activities;  
Directs management of collection and recycling drop off centers, including site improvement and development;  
Oversees budget preparation, purchasing functions and financial management of the agency;  
Provides staff support to the County Executive and Director, Department of Public Works and Environmental Services;  
Oversees the Citizen Petitioning Process for refuse/leaf collection service;  
Provides information to contractors and the public as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of solid waste collection, recycling and disposal programs and techniques;  
Comprehensive knowledge of, and the ability to enforce County, State and Federal regulatory standards;  
Knowledge of the County's budgetary process including its financial and purchasing system;  
Knowledge of and ability to lead change and apply participatory and progressive management practices;  
Ability to plan and coordinate the work of professional and sub-professional staff;  
Ability to prepare clear and concise reports;  
Ability to communicate clearly and concisely, both orally and in writing;  
Ability to develop and maintain effective working relationships with the public, County officials, contractors and regulatory agencies.

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Page 2

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a degree in engineering, public administration, business administration, or related field; PLUS

Five years of progressively responsible senior management experience, two of which involved solid waste management.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

REGRADED:	July 1, 2007
REVISED:	December 1, 2003
ESTABLISHED:	March 26, 1990